



CODE OF CONDUCT POLICY

POLICY NUMBER:	POL GOV 01
Responsibility for Implementation/Review	HR Manager
Date Last Amended	12/02/2016
Next (compulsory) Review	Feb 2018
Governance Oversight	Governance Committee

1.0 OVERVIEW

- 1.1 This Code of Conduct is intended to guide **ACCESS ministries** workers in identifying the personal behaviour and practices that are required to both satisfy legislation and promote Christian values which the organisation upholds.
- 1.1.1 **ACCESS ministries** is an ecumenical body committed to the basic doctrines of the Christian faith drawn from the Old and New Testament Scriptures. It is committed to the three ecumenical creeds (Apostles Creed, Nicene Creed, Athanasian Creed)
- 1.1.2 It is expected that **ACCESS ministries** workers subscribe to **ACCESS ministries'** Statement of Faith (Appendix 1 of this Policy).
- 1.2 This Code of Conduct is not a disciplinary tool in itself, but a breach of its provisions may give rise to disciplinary action under the Power and Trust Policy (POL GOV 02), Internal Complaints Policy (POL GOV 03), and/or other policies within **ACCESS ministries'** policy framework.

2.0 DEFINITIONS

'**ACCESS ministries**' is a trading name for The Council for Christian Education in Schools (ABN 59 004 240 779) and any reference to **ACCESS ministries** is a reference to The Council for Christian Education in Schools.

'**ACCESS ministries Worker(s)**' includes all employees, contractors, Board members, Council members, AmTI students and any representatives or, volunteers engaged by **ACCESS ministries**.

'**Code**' or '**this Code**' means this Code of Conduct which is a Policy of **ACCESS ministries**.

'Employee' means an individual who works part-time or full-time under an **ACCESS ministries** contract of employment, and has recognised rights and duties.

'HR Manager' means the Human Resources Manager or the employee temporarily holding that role or fulfilling that duty.

'Social Media' includes the use of blogs, YouTube, Twitter, FaceBook and similar means of engaging in social commentary and/or communication.

3.0 GENERAL EXPECTATIONS

3.1 In the communities in which **ACCESS ministries** operates, there are complex circumstances requiring **ACCESS ministries** workers to exercise the highest standards of care and personal conduct.

3.2 **ACCESS ministries** workers are expected to conduct themselves in a manner that is consistent with our core principles of:

- a) Integrity
- b) Professionalism and Excellence
- c) Teamwork
- d) Servant Heart
- e) Grace
- f) Respect
- g) Authenticity
- h) Joy

3.3 These principles underpin our purpose of helping connect people and communities with their purpose and full potential to see them inspired, supported and whole. Only through acceptance of, and adherence to, this Code can our purpose be accomplished.

4.0 LAW AND POLICIES

4.1 All **ACCESS ministries** workers are required to comply with all relevant State and Commonwealth legislation, amendments and/or regulations including but not limited to:

- a) Working with Children Act 2005 (Victoria)
- b) Privacy Act 1988 (Commonwealth)
- c) Equal Opportunity Act 2010 (Victoria);
- d) Occupational Health and Safety Act 2004 (Victoria)
- e) Children Youth and Families Act 2005 (Victoria)

4.1.1 **ACCESS ministries** workers must advise the HR Manager if they are charged with a criminal offence which is punishable by imprisonment or, if found guilty could reasonably be seen to affect their ability to meet the inherent requirements of the work they perform.

4.2 This code requires that **ACCESS ministries** workers will at all time comply with authorised policies and processes of **ACCESS ministries** and with any lawful and reasonable direction given by someone in the employ of **ACCESS ministries** who has authority to give the direction.

4.3 All employees appointed under the National School Chaplaincy Program are required to comply with the Code of Conduct issued by the Victorian Department of Education and Training for the National School Chaplaincy Program. A copy of this Code of Conduct is included as Appendix 2 to this Policy.

5.0 SPECIFIC EXPECTATIONS – CODE OF CONDUCT

5.1 This Code requires that an **ACCESS ministries** worker will at all times:

5.1.1 Act appropriately with their dealing with children.

5.1.2 Conduct their personal relations in a Godly manner, acting with respect, care, integrity and truthfulness towards all those with whom they associate, irrespective of position, race, gender or religious opinion, and in a manner that honours God and his people.

5.1.3 Behave with honesty and integrity, avoiding exaggeration and misrepresentation.

5.1.4 Actively promote a safe and respectful environment where discrimination, harassment or abuse, are neither tolerated nor able to take place undetected.

5.1.5 Be punctual and reliable.

5.1.6 Strive to always achieve the highest service, product and professional standard.

5.1.7 Foster collegiality and co-operation through valuing the input of colleagues, treating colleagues with courtesy and respect, sharing expertise and using appropriate forums for constructive professional debate.

5.1.8 Pursue reconciliation when conflict or division occurs.

5.1.9 Maintain high personal standards of dress and personal hygiene.

5.1.10 Not allow personal relationships to affect professional relationships.

5.1.11 Maintain confidentiality about personal details of other people and respect the right to privacy of every person in accordance with **ACCESS ministries** Privacy Policy (POL GOV 04).

5.1.12 Not make improper use, for gain, benefit or advantage, of:
a) Corporate or confidential information,
b) Donated funds and/or donor identity and/or other donor information,
c) Their own and/or another person's status and/or authority and/or duties.

5.1.13 Act with scrupulous honesty in all financial matters and publicly account for all monies handled on behalf of others.

- 5.1.14 Not give false or misleading information in response to a request for information in relation to **ACCESS ministries**.
- 5.1.15 Disclose, and take reasonable steps to avoid, any conflict of interest (whether real or potential) in connection with the operations or activities of **ACCESS ministries**.
- 5.1.16 Uphold health and safety responsibilities in accordance with **ACCESS ministries** Occupational Health and Safety Policy (POL HR 07) and relevant health and safety legislation.

6.0 CHILD PROTECTION

- 6.1 All **ACCESS ministries** workers must act appropriately in their dealings with children in compliance with **ACCESS ministries** Child Protection Policy (POL HR 10).
- 6.2 Any form of child abuse will constitute a breach of this policy and **ACCESS ministries** Child Protection Policy (POL HR 10) with grounds for commencement of procedures under the **ACCESS ministries** Power and Trust Policy (POL GOV 02) and/or disciplinary action under Federal and State legislation

7.0 PASTORAL RELATIONSHIPS

- 7.1 It is expected that **ACCESS ministries** workers will:
 - 7.1.1 Demonstrate by personal performance the love of Jesus, the equal value of all people in the image of God and the Christian values that underpin the Christian faith;
 - 7.1.2 Always act honestly, in good faith, and respectful of the trust placed in them;
 - 7.1.3 Act with discretion and maintain confidentiality except where:
 - a) The consent of the person who is the subject of the information is given
 - b) The information is publicly known
 - c) Disclosure is required by law
 - d) It is in the public interest (such as to avoid the risk of serious injury or harm (including self harm) to any person).
 - 7.1.4 Avoid behaviour that could give rise to an impression of favouritism or inappropriate relationship;
 - 7.1.5 Exercise care in providing pastoral care to a person with whom there is a close personal relationship, such as a friend or family member, so as not to risk the loss of objectivity in the provision of pastoral care.

8.0 RESPONSIBLE STEWARDSHIP:

Every **ACCESS ministries** worker is expected to be a responsible steward of every kind of document, information and/or resource with which they are

entrusted or may come into contact with in the course of their employment as an **ACCESS ministries** worker.

- 8.1 In particular it is expected an **ACCESS ministries** worker will:
 - 8.1.1 Use available resources appropriately and not for any kind of private gain
 - 8.1.2 Safeguard the intellectual property of **ACCESS ministries**
 - 8.1.3 Protect the reputation of **ACCESS ministries**
 - 8.1.4 Refrain from taking any public or private action (including on social media) that may be perceived or construed as representing the official views, opinions, position or other definitive stance of **ACCESS ministries** on any matter unless specifically authorised to do so under Media Policy (POL MIS 02).

9.0 CONFLICT OF INTEREST

- 9.1 Every **ACCESS ministries** worker should act appropriately when a conflict arises between self interest and duty to **ACCESS ministries**, and should:
 - 9.1.1 Take suitable measures to avoid, or appropriately deal with, any situation in which they have or may be seen to have, a conflict of interest arising out of their employment, their relationship with another **ACCESS ministries** worker or with a member of the school community in which they are engaged
 - 9.1.2 Not seek or accept any gift or benefit that the person offering the gift, or a fair observer, would expect to influence decisions or outcomes in the way an **ACCESS ministries** worker would perform their duties. (Token or trivial gifts may only be accepted where the recipient believes there can be a reasonable assurance that the recipient will not be compromised in any way.)

10.0 DISTRIBUTION AND ACCEPTANCE

- 10.1 This Code of Conduct will be distributed to every **ACCESS ministries** worker who should retain it, or a copy of it, and ensure their own compliance with the contents of the Code.
- 10.2 Every **ACCESS ministries** worker is required to acknowledge their receipt of this Code and compliance with its provisions by signature where indicated below and return of the Code as directed.

I, ,..... <print name> of
.....<print address>

hereby acknowledge having received a copy of the **ACCESS ministries** Code of Conduct and confirm acceptance of the content thereof as being a Policy of **ACCESS ministries** and a condition of employment.

Dated this day of <month> 20..... <year>

.....<signature>

ACCESS ministries workers are to sign, date and return this document by hand or mail to **ACCESS ministries**, GPO Box 5124, Melbourne Vic. 3001. The completed document will be held in the secure personnel file of the **ACCESS ministries** worker. Personnel Files are subject to the privacy controls of the Support Solutions Division.

Policy History		
ACTION	AUTHORITY	DATE
First Approved	Board	01/10/2010
Major Revision	Board	12/12/2011
Major Revision	Governance	16/04/2014
Minor Amendment	Governance	11/02/2015
Major Revision	Governance	12/02/2016

Code of Conduct Policy (POL GOV 01)
Appendix (1):

ACCESS ministries Statement of Faith

ACCESS ministries is an ecumenical body committed to the basic doctrines of the Christian faith drawn from the Old and New Testament Scriptures. It is committed to the three ecumenical creeds (Apostles Creed, Nicene Creed, Athanasian Cree)

ACCESS ministries affirms:

- Its faith in God, as One-in-Three-Persons, whose redemptive purpose for the world is revealed in the Person of Jesus Christ.
- that the Lord Jesus Christ proclaimed in word and deed the presence of the Kingdom of God through mission to the world – a calling of people to repentance and declaration of God’s long in practical ministry to others by enabling reconciliation, peace, wholeness and justice
- God’s concern for the whole person in context of his or her being in relation with others and the world, and that God is concerned that justice and mercy form the hallmarks of society
- the redemptive presence of God in the world, and **ACCESS ministries** personnel, along with other Christians, form part of God’s presence in the community
- that Christian tradition recognises the educative and pastoral needs of people and that these needs are to be respectfully and educationally addressed

Code of Conduct Policy (POL GOV 01)

Appendix (2):

NATIONAL SCHOOL CHAPLAINCY PROGRAMME (NSCP) CODE OF CONDUCT FOR CHAPLAINS IN VICTORIAN SCHOOLS

Chaplains must comply with all State and Commonwealth legislation, and with all relevant government/non-government school policies, including those concerning child protection, mandatory reporting, privacy, anti-discrimination, human rights, and creation and retention of student records. To the extent that there is any conflict between a school or departmental policy and a policy of the organisation which employs the chaplain or with which the chaplain is affiliated, the relevant government/non-government school policies prevail.

Chaplains are required to observe a high standard of professional conduct at all times. When carrying out their responsibilities, they must:

- recognise, respect and affirm the authority of the school principal (or delegate) and/or school governing body and work in consultation with them
- contribute to a supportive, safe, inclusive and caring learning environment within the school
- respect, accept and be sensitive to other people's views, values and beliefs, including the cultural and religious perspectives of parents/guardians
- ensure all students are supported with respect for their religious beliefs, or lack of religious beliefs
- actively discourage any form of harassment or discrimination
- refer students to a service or organisation which is best placed to support the student's particular needs in accordance with the beliefs and values of the student or their family
- provide accurate and impartial information about the support and services available in the broader community
- be approachable to all students, staff and members of the school community
- respect students, families and staff for their beliefs and not seek to impose their own beliefs or persuade students towards a particular set of beliefs
- avoid unnecessary physical contact with a student, recognising, however, that there may be some circumstances where physical contact may be appropriate, such as where the student is injured or distraught
- keep appropriate records to document the support provided to students/school
- provide access to these records to the school, as appropriate, to ensure the school can meet its duty of care to students.

Chaplains must not:

- take advantage of their privileged position to proselytise, evangelise or advocate for a particular religious view or belief
- put themselves, or allow themselves, to be placed in a compromising situation, recognising that there are circumstances where confidentiality may be sought by the student
- conduct themselves in a manner which impacts the delivery of their services under the program, even in a private capacity
- perform professional or other services for which they are not qualified
- conduct religious services or ceremonies or lead students or staff in religious observances unless agreed to by the Principal if working in a government school
- deliver special religious instruction if working in a government school

Signature of Chaplain	Name of Chaplain
Name of School	Date: ____/____/20____

A copy of this document must remain in the school's records.